Instructions for 2013 Version:

Application to Request a Scholar DS-2019 for newly arriving J-1 Professors, Scholars, and Short-Term Scholars

Guidelines for the ISSS Application
Numbers refer to question numbers on the application that may need further instructions:

2. PeopleSoft Record:
U of MN hosting departments are required to create a record in PeopleSoft for all applicants for J-1 visas in the research scholar, professor, and short-term scholar categories, regardless of whether they will be paid by U of MN. Each J-2 dependent will also need a PeopleSoft record and ID. Because PeopleSoft is used to process SEVIS documents, you must provide complete and accurate information about the J-1 visitor in PeopleSoft as well as in the DS-2019 application.

3. Biographical Information:
The applicant's and dependents’ names must be written exactly as they appear on his or her passport. If there is no middle name, write “none.” Attach a copy of the passport identity page for the applicant and each dependent. If the applicant or dependent does not yet have a passport, attach a copy of their national identity card. In order to avoid US consulate delays in the issuing of J visas, all applicants must use the exact same name on their passport and DS-2019.

6. Current contact information:
If applicant does not have this contact information, indicate this on the application. Email Address: An email address is required.

11. Home Country Position Code:
You (or the applicant) must use the look-up tables to answer this question. Instructions and tips are available on the same web site.

12. Clinical Residency Programs Not Allowed:
ISSS can no longer process DS-2019s for clinical residency programs. Recent communication from the U.S. Department of State indicated that the J visa cannot be used for this purpose. If you wish to invite a foreign national for a residency, please contact Mark Schneider at ISSS (626-7100) to discuss other visa options. Students should apply for F-1 visas instead of the U of MN J-1 visa. Foreign Medical Graduates (physicians) need to work with ECFMG for their J-1 visas.

13. Physician/DVM:
If the applicant is a physician, you are required to check one of the options. If option (b) is chosen, we cannot process your DS-2019 request without a letter attached as instructed below.

- No Patient contact (observing): ISSS will include a “No Patient Contact Letter” with the finalized DS-2019 provided to your department. The letter will state, "This certifies that the program in which "name of physician" is to be engaged is solely for the purpose of observation, consultation, teaching, or research and that no element of patient care is involved." The original version of the letter and DS-2019 are to be mailed to the scholar by your department.
Non-Clinical, Incidental Patient Contact: J–1 Scholars are limited to observation consultation, and research. They are allowed no element of patient care or treatment in their program. You must request a "non-clinical, incidental patient contact" letter from the Medical School’s Office of Faculty Affairs. The original version of the letter you receive and DS-2019 are to be mailed to the scholar by your department. If the applicant is a medical student (not yet an M.D./physician), a letter is not required. Feel free to contact the Office of Faculty Affairs with any questions at 612-624-5442.

Please send the application and your request in the form of a letter to the Associate Dean of Faculty Affairs (Nancy C. Raymond). Your request should be sent via email (ms-ofa@umn.edu) and include the following information:

**Dates of Visit**

**Purpose of Visit**

**Name and Title of Advisor** - must have a full-time appointment in the Medical School

**Must state that any patient contact will be incidental**

**Include the J–1 Scholar’s CV**

**The request must come directly from the Department Chair**

**17. Site of Activity:**

The instructions on the form are based on advice we received from the Office of the General Counsel about J-1 visitors who will be hosted by a U of MN department but whose activities are not physically located on campus. Issuance of the DS-2019 will be considered on a case-by-case basis.

If you answered “no” to item f and you checked b or c for this question on the form, a letter from the department or division head of the U of MN hosting department must be included with this application. ISSS will review the letter and determine if a DS-2019 can be issued. The Department or Division Head must explain in the letter:

- U of MN purpose that is fulfilled by this exchange
- Benefits the U of MN will receive from the exchange activity
- Whether there is a written collaboration agreement between U of MN and the other organization (please provide a copy)
- Nature of U of MN supervision of exchange visitor while at off campus site

**18. Program dates:** Read the guidelines below carefully and enter the exact dates when the exchange visitor will actually be hosted/employed by your department.

**Timelines for DS-2019 processing and visa application:**

When your department considers a program start date, please take the following information into consideration; include 4 weeks for document processing by our office, plus as many weeks as the U.S. consulate requires for visa issuance. The J-1 should inquire about visa processing timelines at the U.S. consulate where she or he will apply for an entry visa (as these timelines vary by consulate).

**Special timing considerations for scholars:**

In consultation with the China Center, we recommend a minimum of 3 months processing time for Chinese scholars, calculated from the time a complete application is submitted to ISSS to the intended arrival date. This advice applies to scholars from Pakistan, as delays with visa applications have been observed.

**Entry date window:**

J-1 visitors must enter the U.S. and report to ISSS of their arrival within 25 days after the DS-2019 start date. J-1 visitors can enter the US up to 30 days before the DS-2019 start date but CANNOT be paid before the start date.
• **Change of program dates:**
  ISSS amends the DS-2019 dates ONLY if the J-1 cannot arrive and report to ISSS less than 25 days after the DS-2019 start date. Please see below for details.

• **If the J-1 is arriving less than 25 days after the DS-2019 start date:** ISSS amends NEITHER DS-2019 start date NOR the end date. If the J-1 needs to stay working on his/her J-1 program after the DS-2019 end date, she/he needs to request a DS-2019 extension after she/he arrives. The processing fee will be charged per extension request regardless of the length of the extension period.

• **If the J-1 cannot arrive and report to ISSS less than 25 days after the DS-2019 start date:** notify ISSS immediately. We must update the start date in SEVIS and issue a new DS-2019. Failure to update the start date within 25 days after the current DS-2019 start date will result in the scholar’s SEVIS record automatically changing to “no show,” or “inactive” and the DS-2019 will automatically be deactivated in SEVIS. If the end date of the DS-2019 needs to be changed as well, request the change of the end date AT THE SAME TIME when you request the DS-2019 start date change.

• **30-day grace period after the DS-2019 end date:**
  The U.S. immigration service gives all J-1 visa holders a 30-day grace period after the end date on the DS-2019. During the 30-day grace period, the exchange visitor can travel within the U.S. and prepare for departure. However, they cannot participate in or be paid for professional activities during the grace period.

19. **U of MN Subject/field description:**
You (or the applicant) must use the look-up tables to indicate the subject or field in which the scholar will be engaged while in your department. Instructions and tips are available on the same web site. The National Center for Education Statistics provides a helpful database and detailed explanations for most codes (also referred to as CIP codes).

21. **If the applicant is currently in the U.S.:**
ISSS needs to know his/her current situation so that we can provide appropriate advice. The applicant may be affected by the 12-month bar, the 24-month bar and/or the 2-year rule. The applicant may also need to apply for a change of status in the U.S., or leave and re-enter the U.S. to affect a new status. If the visitor is already in J-1 status and on the same J-1 category, a transfer to the U of MN J-1 program may be possible. Please read through our Transfer of J Scholars page. In order to be eligible for a transfer the J-1 program activities need to be a continuation of the J-1 visitor’s research/program goals at their current U.S. institution. If it is not very clear in the application materials that this will be a continuation of the scholar’s current program goals, then ISSS might request an additional letter from the faculty mentor to confirm that this in fact will be a continuation. The letter would need to state: “the transfer is consistent with the goals and is a continuation of the individual’s original program activity”.

23. **Dependents:**
- If there are more than 3 dependents, you can make copies of the dependent page (p. 5).
- All of the information is required for each J-2 dependent, including a PeopleSoft ID. See #2 for instructions.
- Click on J-2 dependents, for more information about J-2 dependents including eligibility and funding requirements, etc.,

24. **Financial Support:**
Please provide accurate funding information for each funding category and the total amount. The total amount of all the funds must be equal or exceed the minimum financial requirement listed on the application form. The minimum requirement includes the cost of the U of MN mandatory insurance requirement for J-1 and J-2 visa holders.
**Department Signatures (p. 7)**
Both the U of MN Faculty Mentor/Supervisor and the U of MN Department Head must sign this form (it can be the same person). Both must be U of MN faculty. Application is considered incomplete if one or both signatures are missing.

**Scholar Administrative Fee Form (p. 8)**
The ISSS application processing fee is $295. This fee applies to initial applications and extensions for J-1 Research Scholars, Professors, and Short-term Scholars. Regardless of the length of the program or extension, the fee amount will be the same and cannot be changed.

This fee form must be completed by the U of MN hosting department before ISSS can process your DS-2019 request. ISSS cannot accept cash or checks for the J-1 Administrative Fee.

**Statement of Responsibilities (pp. 9-10)**
The invited J-1 scholar must read through this and sign on page 10. They may sign and return a scanned copy of the page to you to include in the hard copy of application materials submitted to ISSS.